



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

DIRECTOR- OLDER ADULT SERVICES

HCS - AAA

Annual Salary: K-11 (A-F) \$65,436.80 - \$80,288.00

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Occasional evenings & weekends

Posting: # 080-18

Date Posted: 11/25/18

Deadline: Until filled

Internal Posting: Responsibilities and Qualifications:

Manages and directs the overall operation of the Region IIIA Area Agency on Aging Region. Oversees the Older Adult Services Advisory Council appointed by the County Board of Commissioners. Administers county-wide Choices for Independence Program for medically and cognitively frail elders and veterans. Provides supervision to Independent Contractors for the Healthy Living Programs. Participates on the HCS senior management team (Leadership Team). Advocates with community organizations, local foundations, and public and private officials; including state and federal legislators, city and township officials for the interests of older adults and persons with disabilities. Participates in and directs development of the annual and multi-year plan, and the request for proposal process. Coordinates regularly with local human service organizations, businesses, and universities, hospitals developing and facilitating collaborative groups as appropriate. Supervises the regional Long-term Care Ombudsman Program. Assures that quality assurance processes are effective and meet state and federal requirements. Supervises the Information and Assistance service. Promotes the agency and local services by public speaking and participating in conferences, health fairs, senior expos, etc. Applies for local, state, and national grants.

Master's degree in Human Services or Public Administration preferred, Bachelor's degree required with five years administrative experience with services to the older adult population, Demonstrated ability to effectively deal with boards, commissions, state and local officials, Demonstrated effectiveness with community collaboration. Required Job Knowledge and Skills: Excellent communication skills (written and verbal), knowledge of Area Agency on Aging functions, excellent leadership skills, knowledge of local aging programs and services, supervisory skills; ability to organize, work independently, prepare request for proposals and work with State and local agencies. Reliable transportation required

VETERANS: Please provide your joint services transcript with your application.

Apply online: <https://www.kalcounty.com/hrd/openings.php>

HUMAN RESOURCES DEPARTMENT

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